

**GOVERNMENTAL RELATIONS DEPARTMENT  
CONFLICT OF INTEREST CODE**

**Appendix A  
Designated Positions, Duties & Categories**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Director	Oversees the department's effort to advocate and secure the passage of federal and state measures which enhance the City's capacity to govern and provide essential community services. Working closely with the City's retained advocates in Sacramento and Washington, D.C., the Director maintains regular contact with the local delegation and members of the State Legislature and Congress, respectively. The Director also acts as liaison between the City, state and federal administrative agencies, and provides coordination for regional governmental relations needs. In addition, the Director oversees efforts to assist City officials in negotiations with other governmental entities and to identify and seek grant funds to assist programs conducted by the City of San Diego.	1
Assistant Director  (Working Title: Deputy Director)	Works with the Director to oversee the department's efforts to advocate and secure the passage of federal and state measures which will enhance the City's capacity to govern and provide essential services. The Assistant Director also works closely with the City's retained advocates in Sacramento and Washington D.C., while maintaining regular contact with the local delegation and members of the State Legislature and Congress, respectively. The Assistant Director also acts as liaison between the City, state and federal administrative agencies, and provides coordination for regional governmental relations needs. In addition, this position works with the Director to oversee efforts to assist City officials in negotiations with other governmental entities and to identify and seek grant funds to assist programs conducted by the City of San Diego.	2

Assistant Director  (Working Title: Assistant Deputy Director)	Works with the Director to oversee the department's efforts to advocate and secure the passage of federal and state measures which will enhance the City's capacity to govern and provide essential services. The Assistant Director also works closely with the City's retained advocates in Sacramento and Washington D.C., while maintaining regular contact with the local delegation and members of the State Legislature and Congress, respectively. The Assistant Deputy Director also acts as liaison between the City, state and federal administrative agencies, and provides coordination for regional governmental relations needs. In addition, this position works with the Director to oversee efforts to assist City officials in negotiations with other governmental entities and to identify and seek grant funds to assist programs conducted by the City of San Diego.	2
Assistant Deputy Director  (Working Title: Binational Coordinator)	Coordinates with the City's elected officials, City Manger, Department Directors to define the City's border/binational priorities. Acts as the liaison between the City, state and federal administrative agencies in both the United States and Mexico. Provides coordination for the City's border/binational projects and needs and identifies and seeks funding opportunities. Represents the City at binational events, meetings and conferences.	2

Contracted

**Sacramento Representation:**

1

Maintains regular contact with the Legislature (with emphasis on our local delegation) and executive agencies of state government; prepares legislation and amendments; presents testimony to legislative committees; and advocates City positions to individual members of the Legislature and state administrative agencies. The Sacramento representation conducts or assists in negotiations with state agencies and identifies grant opportunities.

**Washington, D.C. Representation:**

Maintains regular contact with Congress (with emphasis on our local delegation) and with all federal executive departments; works with federal agencies in developing administrative regulations beneficial to program activities in the City; and assists in negotiations with federal agencies relating to program funding. The Washington, D.C. representation reviews and regularly reports on all federal activity which may impact the City.

Consultant

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

3

The department Director or Assistant Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The department Director’s or Assistant Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

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**Appendix B  
Disclosure Categories**

<u>Category</u>	<u>Description</u>
1	<p>A. Investments and business positions in any business entity located in or doing business with the City.</p> <p>B. Income and gifts from sources located in or doing business with the City.</p> <p>C. Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
2	<p>A. All business positions and investments in any firm or entity that supplies goods or services to The City of San Diego, that is tenant of the City of San Diego, that is an adverse party to The City of San Diego in a legal proceeding, or is granted authority by The City of San Diego to use City facilities.</p> <p>B. All interests in real property owned or used by any, person that supplies goods or services to The City of San Diego, that is tenant of the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or is granted authority by The City of San Diego to use City facilities.</p> <p>C. All income and gifts from any person that supplies goods or services to the City of San Diego, that is tenant of the City of San Diego, that is an adverse party to the City of san Diego in a legal proceeding, or is granted authority by the City of San Diego to use City facilities.</p>
3	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation.</p> <p>The department Director or Assistant Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The department Director’s or Assistant Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>